

**Title:** Chancellor and Moderator of the Tribunal  
**Agency:** Office of the Chancellor  
**Reports To:** Vicar General  
**Position:** Full-time, Benefits, Exempt

### **JOB SUMMARY**

The Chancellor and Moderator of the Tribunal serve the bishop. This role carries dual responsibility: as **Chancellor**, the safeguarding and certification of diocesan acts and records; as **Moderator of the Tribunal**, the supervision and administration of the diocesan marriage tribunal to ensure just and proper application of canon law. This role blends two important ministries: administration and canonical service.

### **CHANCELLOR DUTIES & RESPONSIBILITIES**

- Canon law consultant for Bishop(s) and Diocesan employees, inside and outside the Blanchette Catholic Center (BCC) (including Rite transfers, Excardination, help create policies, Synod of Bishops)
- Canonical notary for all official diocesan decrees, letters, proof of finance, etc.
- Draft many of Bishop's correspondences
- Conduct preliminary investigations of priest accusations, etc.
- Archives – records/files, assist and direct the diocesan Archivist
- Correspondence with Rome, i.e. dicastery's, etc.
- Letters of Suitability for our priests; regulate compliance with *VIRTUS*
- Approve letters of suitability for extern priests
- Official Catholic Directory – consensus every year end of ALL diocesan entities
- October Counts – average attendance at Sunday masses in every parish of the Diocese of Joliet
- *Imprimatur* (Catholic book approvals)
- Parish closings – consultation and writing ALL necessary canonical decrees
- Compiles and prepares information/statistics for the Official Catholic Directory, the Secretariat of State (Rome report), and the October Count
- Compiles information and prepares the Quinquennial Report
- Completes the form for the Paulist press Ordo
- Orders the Acta Apostolicae Sedis and the Annuario Pontificio
- Prepares the Chancery budget
- Prepares and distributes Celebret cards
- Prepares and sends Letters of Suitability to dioceses
- Prepares Letters of Good Standing for lay persons as appropriate
- Receives and maintains Letters of Suitability from those outside the diocese
- Forwards requests for faculties to the Vicar of Clergy
- Prepares and publishes obituaries of priests; faxes/emails/mails notifications of Diocese of Joliet priests' deaths
- Maintains priests' necrology and other lists of priests
- Keeps list of people having keys for the vault
- Maintains the archives, including priests' files
- Prepares files of newly ordained for insertion along with other priests' files

- Prepares files of deceased priests for the vault
- Places files of priests no longer in the diocese in the vault
- Collects and maintains priests' funeral arrangement plan form and maintains them in priests' files
- Enters information regarding candidacy, lector, acolyte, diaconate and priesthood in diocesan record book
- Notifies the parish of baptism upon the ordination of a priest or deacon
- Mails notices of marriages or confirmations of those baptized in a foreign country to the church of baptism
- Keeps track of Declarations of Nullity, Defective Form and Dispensations
- Sends Office of Communication an updated list of priests' anniversaries of deaths and ordinations, and birthdays each month
- Administers the Mass Stipend account and sends acknowledgement letters for stipends
- Requests papal blessings and tickets for papal audiences
- Maintains lists and prepares certificates for the appointment of Extraordinary Ministers of Holy Communion
- Signs documents for the Bishop, the Finance Office and for property tax exemptions
- Prepares documents attesting to pastors' ability to act on behalf of the parish in financial matters
- Works with the archivist regarding sacramental record requests, other records, etc.
- Answers mail or phone calls of people requesting information, etc.
- Assures that a coordinated system of file retention and storage, for both paper and digital files, is established and maintained throughout the Curia and assists other offices of the Curia in maintaining and storing their files in collaboration with the Information Technology Office

#### **MODERATOR OF THE TRIBUNAL DUTIES & RESPONSIBILITIES**

- Oversee the daily operations of the Tribunal Office
- Coordinates, supervises and supports the work of staff
- Manages ongoing organization of department, job-descriptions, in-services and supervision of the department staff
- Works closely with the Judicial Vicar on all matters presented to the Tribunal
- Serves as Judge or Advocate as needed, including writing Briefs
- Coordinates the work of Judges, Defenders of the Bond and Expert Witnesses
- Coordinates work and case flow. Monitors progress of cases to be sure justice is rendered in a timely manner. Understands and can explain the canonical processes required for all types of cases presented to the Tribunal
- Handles ordinary questions about the instruction of cases, and in cooperation with the Judges, arranges for psychological evaluations for those involved in cases requiring such expertise
- Assists pastors/parochial administrators and their staff by responding to questions regarding the marriage nullity process, as well as marriage preparation
- With the Judicial Vicar, handles marriage preparation between dioceses (*nihil obstat/visum/dispensations, etc.*)
- Develops and supervises the department's annual budget
- Coordinates billing and receiving payments
- With the Judicial Vicar, completes the annual year-end reports, including those for the Bishop, Apostolic Signatura and Canon Law Society of America
- With Judicial Vicar, completes the 'laicization' cases
- Maintains the archives of Tribunal cases and documents
- Represents the Diocese of Joliet at the annual conference of the Canon Law Society of America

## **OTHER DUTIES AND RESPONSIBILITIES**

- Handles other duties as assigned

## **QUALIFICATIONS**

- Must be a practicing Roman Catholic in good standing with the Church
- Advanced degree in Cannon Law required – Doctor of Cannon Law (Latin: Juris Canonici Doctor- J.C.D)
- Must have a minimum of five (5) to ten (10) years’ experience related to both the Chancellor and Moderator of the Tribunal field. Experience with annulment process required
- Must have a sound theology of Church and parish in keeping with the teachings of the Catholic Church and expertise in archival science and experience in archiving, including digital
- Demonstrated administrative, organizational, and leadership skills
- Ability to handle sensitive and confidential matters with discretion
- Excellent written and verbal communication skills are required, along with good computer skills
- Proficiency in English is required
- Bilingual in Spanish helpful but not required

## **SALARY RANGE**

Annual salary range for this position is \$105,000 - \$125,000. Experience and skills will define final compensation.

## **BENEFITS**

We offer a competitive benefits package that includes:

- Medical, Dental, Vision Insurance, Basic Life and AD & D, Long-Term Disability Insurance, Flexible Spending Accounts, Defined Pension Plan funded by Diocese of Joliet, 403(b) Retirement Plan, Paid Personal Leave Days, and Paid Holidays based on holiday schedule approved for Blanchette Catholic Center
- Voluntary benefits of Short-Term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance

## **WORKING CONDITIONS**

- This job operates in a professional office environment
- Normal working hours are Monday through Thursday, 8:00 a.m. to 4:30 p.m. and Friday, 8:00 a.m. to 1:00 p.m. Evening work as needed or required
- Flexibility of schedule and reliable transportation required

***To apply for this outstanding opportunity, please send your resume and cover letter to [humanresources@dioceseofjoliet.org](mailto:humanresources@dioceseofjoliet.org). No phone calls, please. When sending your resume and cover letter, please reference Chancellor and Moderator of the Tribunal in the subject line of your email.***